



<https://aerin.ky.gov>

Introduction to the Adult Education Reporting Information Network System

Fiscal Year 2008-2009

Kentucky Adult Education
Council on Postsecondary Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601
(502) 573-5114



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Login Screen

The image shows the login form on the AERIN website. It is a white box with a blue border. At the top left of the box is a blue button labeled 'Login'. Below this are two input fields: 'LoginID' and 'Password'. At the bottom right of the box is a blue button labeled 'Login'.

Need an Account? | [Contact Us](#)

Welcome to AERIN. After being trained, you will receive a security agreement to request a login ID and password. Complete this form, secure your supervisor's signature, make a copy for your records and mail the original to:

Tammy M. Powers
Kentucky Adult Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601

Once this form is received your login ID and default password will be issued either by phone or e-mail.

Security Agreement Forms can also be accessed on the KYAE Web site <http://www.kyae.ky.gov/>.

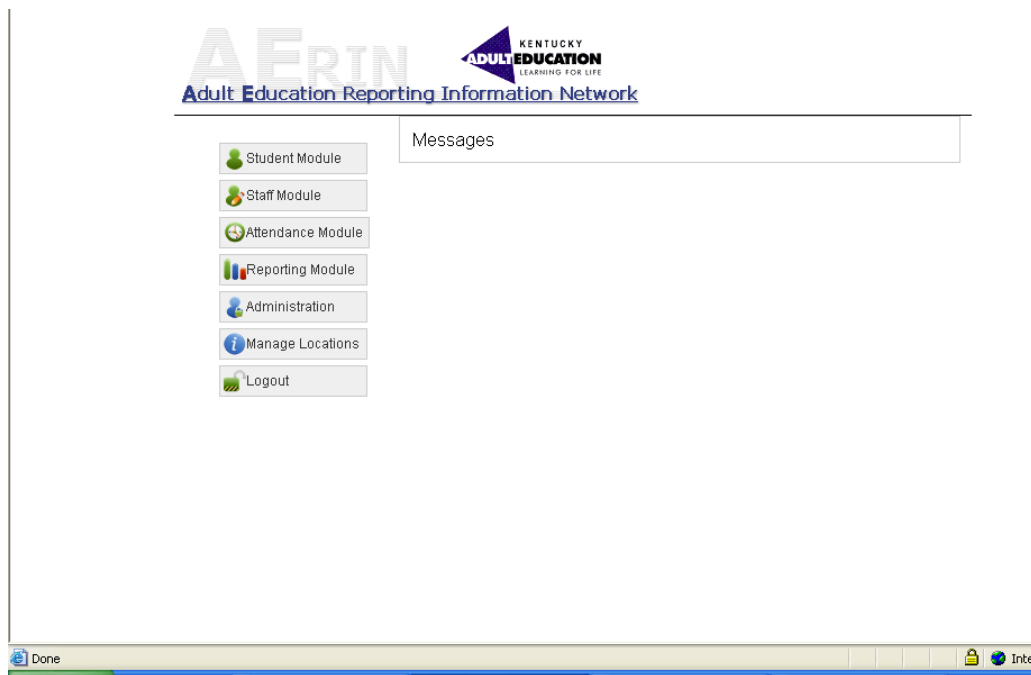
Go to <https://aerin.ky.gov> to access the AERIN login screen. (You may want to create a shortcut on your desktop.) Enter your login ID and password and then click **Login**.

The first time you login using the default password assigned to you, click on **Manage Your Account** to change the default password to a password easy for you to remember but difficult for others to guess.

For assistance with AERIN, please contact:

Terry Tackett (ext. 107) or Tammy M. Powers (ext. 114) at:
800-928-7323 or 502-573-5114
terry.tackett@ky.gov or tammy.powers@ky.gov

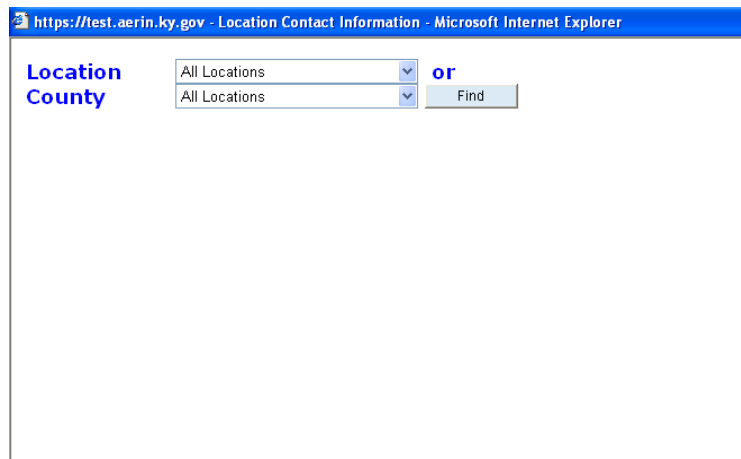
Main Menu



Student Module	Click on Student Module to access student screens.
Staff Module	Click on Staff Module to access staff screens.
Attendance Module	Click on Attendance Module to access attendance.
Reporting Module	Click on Reporting Module to access reports.
Administration	KYAE Staff only.
Manage Locations	Click on Manage Location to access your locations.
Logout	Click on Logout to logout.

NOTE: Anytime you are in any of the modules and you want to get back to this screen click on **Main Menu** at the top of the screen.

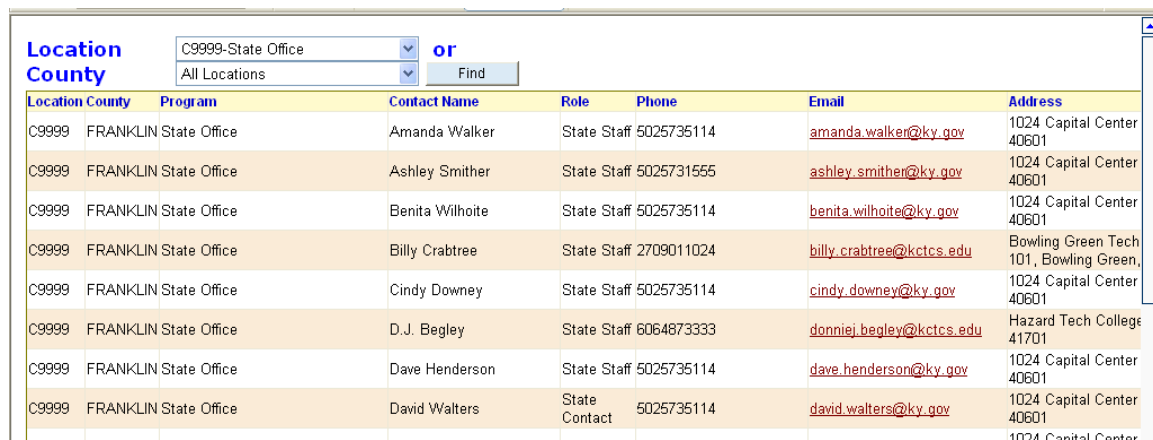
Contact Us Parameter Screen



The contact us display can be accessed from any screen within the system. This screen is used to find KYAE contacts and county staff contacts. **Use the drop-down arrows to search either by location code or by county. KYAE staff are listed under the location code of C9999 or under State-KYAE.**

Use the drop-down arrow to find the desired location code or county. Once selected, click **Find**.

Contact Us Screen



Location County	Program	Contact Name	Role	Phone	Email	Address
C9999	FRANKLIN State Office	Amanda Walker	State Staff	5025735114	amanda.walker@ky.gov	1024 Capital Center 40601
C9999	FRANKLIN State Office	Ashley Smither	State Staff	5025731555	ashley.smither@ky.gov	1024 Capital Center 40601
C9999	FRANKLIN State Office	Benita Wilhoite	State Staff	5025735114	benita.wilhoite@ky.gov	1024 Capital Center 40601
C9999	FRANKLIN State Office	Billy Crabtree	State Staff	2709011024	billy.crabtree@kctcs.edu	Bowling Green Tech 101, Bowling Green, 40601
C9999	FRANKLIN State Office	Cindy Downey	State Staff	5025735114	cindy.downey@ky.gov	1024 Capital Center 40601
C9999	FRANKLIN State Office	D.J. Begley	State Staff	6064873333	donniej.begley@kctcs.edu	Hazard Tech College 41701
C9999	FRANKLIN State Office	Dave Henderson	State Staff	5025735114	dave.henderson@ky.gov	1024 Capital Center 40601
C9999	FRANKLIN State Office	David Walters	State Contact	5025735114	david.walters@ky.gov	1024 Capital Center 40601

Location	A program code assigned by KYAE.
County	The name of the county.
Program	The name of the program.
Contact Name	The name of the contact person.
Role	Role of the contact person.
Phone Number	The phone number of the contact person.
E-mail Address	The e-mail address of the contact person.
Address	Address of the contact person.

Manage Your Account Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

[Search Student](#) [New Student](#) [Search Staff](#) [New Staff](#) [Reports](#) [Administrator](#) [Logout](#) [?](#)

User Maintenance

Password Update

Current Password: New Password: Confirm New Password:

To keep your existing password, simply leave the New Password boxes blank.

Name Update

First Name: Last Name:

Tammy Powers

E-Mail Update

E-Mail Address:

tammy.powers@ky.gov

Save Changes ← Remember to click **Save Changes!**

Click on **Manage Your Account** to change your password and update your name and work e-mail address.

You will need to complete the following fields.

Current Password	Enter your current password. The first time you login, use the default password assigned by KYAE.
New Password	Enter a password easy to remember but hard for others to guess.
Confirm New Password	Enter the new password again to confirm.
Name	Make sure your name is spelled correctly.
E-mail	If your e-mail address reads need@mail , replace it with your correct work e-mail address.

NOTE: The password will not expire. Passwords can be changed at any time.

If you forget your password, login ID or get locked out of the system, contact Terry or Tammy (see page 3).

Once you have finished making revisions, click **Save Changes**.

Manage Your Locations Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

[Main Menu](#) [Students](#) [Staff](#) [Attendance](#) [Reports](#) [Logout](#) [?](#)

My Locations

Fiscal Year	LocationID	Location Name	Location Type Code	Detail
2009	C9999	State Office		Edit Details
1				

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Logout](#)

To update location information, click **Manage Locations** from the main menu or **Manage Your Locations** once inside AERIN. The following information will be displayed: Fiscal Year, LocationID, Location Name, Location Type Code and Detail. Click **Edit Details** for the current **Fiscal Year** to access the location information screen.

NOTE: Manage Your Locations must be entered/updated for your program in order to enroll students for FY 2009.

Location Information Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
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Location - Site Edit

Location: C9999State Office

Location Site Location Roles Location Classes

Address: 1024 Capital Center Drive Mail to Address: 1024 Capital Center Drive
 City: Frankfort City: Frankfort County: 037 FRANKLIN
 State: KY Kentucky Zip: 40601 - 8204 State: KY Kentucky Zip: 40601 - 8204
 Phone: 502 - 573 - 5114 Ext. Fax: 502 - 573 - 5436
 Location Name: State Office Time Zone: Eastern Web Site Address/URL:
 Status Comments: Location information last updated 7/29/04. Updated 7-15-2008 for FY 2009

Save

Click **Save** to save your changes.

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact](#)

Location information for the main adult education center must be completed in order to enroll students. Updates should be made as needed throughout the fiscal year.

Address	Enter work address.
City	Enter work city.
State	Use the drop-down arrow to select the state.
Zip	Enter zip code.
Phone	Enter work phone number.
Location Name	This field is auto-populated.
Mail to Address	Enter mailing address of main adult education center.
City	Enter city of the main adult education center.
State	Enter state of the main adult education center.
Zip	Enter zip code of the main adult education center.
Fax	Enter work fax number.
County	Use the drop-down arrow to select the county.
Time Zone	Use the drop-down arrow to select the time zone of the main adult education center.
Web Site Address/URL	Enter the Web address for your program if you want your Web address to appear and be accessible for the county contacts on the KYAE Web Site.

After completing the above required fields or making changes, click **Save**.

Satellite Site Screen

Location - Site Edit

Location: C9999State Office

Location Roles Location Classes

SiteId Site Name Description Location

C9999 **ADD**

Site Id	Site Name	Description	Location	Action
01	Library	GED	C9999	Edit
02	Quebecor		C9999	Edit
04	Firehouse	nightclass	C9999	Edit
05	corrections		C9999	Edit
06	High School		C9999	Edit
10	Corrections		C9999	Edit
25	Wilmore		C9999	Edit
27	learning center	adult learning center-main	C9999	Edit
ms	Bath Middle School	Family Literacy	C9999	Edit
SL	Salt Lick	Family Literacy	C9999	Edit
GS	1024 Building	Room 115	C9999	Edit
ll	here	what ever	C9999	Edit
a1	Here	Now	C9999	Edit
NC	Night Class		C9999	Edit
03	Tammy's Shop	Family Night Class	C9999	Edit

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

In order to add satellite sites to a location, click on the **Site** tab from **Manage Your Locations**.

This is optional. The site ID can be any combination of numeric or alpha characters. By using a satellite ID, you have the ability to enroll students at satellite sites, as well as the means to run reports by each satellite location.

Site ID Enter ID of choice (alpha or numeric characters allowed).

Site Name Enter name of the satellite site.

Description Enter a brief description of the satellite site.

Location Location code assigned to a county.

After completing the required fields, click **Add** to save the new satellite site information.

To revise an existing satellite site, click **Edit** to open the details, make necessary changes and then click **Update** to save changes.

Location Roles Screen

Location: C9999State Office

Location Roles

Staff Name	Product	Edit	Delete
Testing Staff	AERin Contact	Edit	Delete
Testing Staff	Corrections Contact	Edit	Delete
Testing Staff	Main Contact	Edit	Delete
Testing Staff	PLATO (must be trained instructor)	Edit	Delete

Save

Click **Save** to save your changes.

In order to add location roles to a location, click on the **Location Roles** tab from **Manage Your Locations**.

The information listed under the **Location Roles** tab from **Manage Your Locations** will populate the contact us screen with information that is entered on contacts for your location. It will enable others to contact a person for a specific product.

This is very important information to keep updated. Other counties and KYAE staff can use this data to contact you about student information.

Product Use the drop-down arrow to select the product.
The following options are available:

AERIN
 PLATO (must be trained instructor)
 WIN (must be trained instructor)
 Family Literacy
 GED
 State – KYAE only
Main Contact – Required in order to enroll clients
 Corrections

Contact Use the drop-down arrow to select the appropriate contact person.

To add a new contact, select the correct product and contact, then click **Save**. To delete an existing contact, click **Delete** next to the desired contact to remove.

Location Classes Screen

Location: C9999State Office

Location Classes

Site: Class: C9999

Meets On (days):
☐ M ☐ T ☐ W ☐ R ☐ F ☐ S

Start Date: End Date:

Start Time: End Time:

ADD

Location	Site	Class	From - To (Date)	Meeting Time	Days	Action	Delete
C9999		Test Math 101	6/1/2008 to 6/30/2008	09:00 AM - 10:00 AM	MW	Edit	Delete
C9999		Math 2	7/5/2008 to 7/30/2008	09:00 AM - 11:00 AM	TR	Edit	Delete
C9999		Reading 101	7/5/2008 to 7/15/2008	09:00 AM - 11:00 AM	TR	Edit	Delete
C9999		Pre KCTCS	6/15/2008 to 7/1/2008	09:00 AM - 10:00 AM	MWF	Edit	Delete
C9999	01	test	7/10/2008 to 7/31/2008	12:00 AM - 03:00 PM	MT	Edit	Delete
C9999	a1	Tammy Test	7/10/2008 to 8/10/2008	09:00 AM - 11:00 AM	MF	Edit	Delete
C9999	03	Math Basics	7/1/2008 to 8/1/2008	09:00 AM - 11:00 AM	TF	Edit	Delete
C9999		math2	8/1/2008 to 8/30/2008	10:00 AM - 11:00 AM	TR	Edit	Delete
C9999		math3	8/1/2008 to 8/30/2008	10:00 AM - 11:00 AM	TR	Edit	Delete
C9999		Reading A	8/1/2008 to 8/30/2008	02:00 PM - 03:00 PM	MTF	Edit	Delete
C9999		Reading B	8/1/2008 to 8/30/2008	09:00 AM - 10:00 AM	WR	Edit	Delete

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click **Add** to add/save your information.

In order to add classes, click on the **Location Classes** tab from **Manage Your Locations**.

Site Use the drop-down arrow to select the site if needed (optional).

Class Name Enter the name of the class.

Meets on (days) Click in the box for each appropriate day of the class.

Start Date Enter the start date of the class.

End Date Enter the end date of the class.

Start Time Enter the start time of the class.

End Date Enter the end time of the class.

After completing the required fields, click **Add** to save the new class information.

To revise an existing class, click **Edit** to open the details, make necessary changes and then click **Update** to save changes.

Staff General Information Screen

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New Staff Wizard - Staff General Information

General Information Additional Information Locations/Programs

SSN: []-[]-[]
Birth Date: Month: [] Day: [] Year: []
First Name: []
Last Name: [] Mid: []
E-Mail: []
Race: []
Job Activation Date: []

Address: []
City: []
State: [] Zip: []
Phone: ([]) []-[]
Gender: []
Status: Active []
Job Description: []

Add Additional Information ->

Click Add Additional Information to add/save your information and move to the next screen.

To access staff screens from the main menu click **Staff Module** or **Staff** once inside AERIN.

Click on **Add Staff** for basic information on local program staff – name, address, gender and race. **This must be completed prior to entering the Additional Information, Locations/Programs, and subjects data. Since the enrollment program types are limited to those identified in Location/Programs, this section must be completed for all staff before enrolling students.** (See Appendix A for core services definitions.)

NOTE: All staff still employed in fiscal year 2009 will need to be made active. Click the drop-down arrow under status and choose active. You must complete all three tabs in order for staff to become active.

- Enter all 2008-09 personnel in AERIN using job titles consistent with information reported on personnel worksheets.
- Report personnel changes to KYAE on a revised personnel worksheet and update AERIN within 10 days of changes. KYAE will compare invoices with personnel entered in AERIN.
- All staff must be entered in AERIN since this information is used to populate PDtrack accounts.
- Please enter **work** contact information so that KYAE may send you important information as needed.

If a staff person leaves a program, immediately notify Tammy or Terry (see page 3) so the login ID may be revoked. Next, change their status to inactive on the **General Information** tab. All program types listed on the staff **Locations/Programs** will now reflect an inactive status.

NOTE: Making staff active or inactive is different than having a user id/password to use the system. If the staff person is active or inactive will determine if they appear in the drop-downs associated with students. If the staff person will no longer be logging into AERIN to view, add or update data then their user id/password will need to be revoked by Tammy or Terry.

SSN	Enter social security number of staff person.
Birth Date	Enter the birth month, birth day and birth year of staff person.
First Name	Enter first name of staff person.
Last Name	Enter last name of staff person.
MI	Enter middle initial of staff person.
E-Mail	Enter work e-mail address for staff person.
Race	Use the drop-down arrow to choose the race of the staff person. The following options are available: <ul style="list-style-type: none"> 1 American Indian/Alaskan Native 2 Black or African American 3 Asian 4 Hispanic or Latino 5 White Not of Hispanic Origin 6 Native Hawaiian or Pacific Islander
Job Activation Date	Enter the job activation date for the staff person.
Address	Enter the work address for the staff person.
City	Enter the city for the staff person.
State	Enter the state for the staff person.
Zip	Enter the zip code for the staff person.
Phone	Enter the work phone number for the staff person.
Gender	Use the drop-down arrow to choose the gender for the staff person.
Status	Use the drop-down arrow to choose the status for the staff person. The following options are available: <ul style="list-style-type: none"> Active Inactive
Job Description	Use the drop-down arrow to choose the description that applies. The following titles are available: <ul style="list-style-type: none"> Program Director Instructor Instructor's Aide Clerk Co-op Student/Intern

After completing the necessary fields click **Add Additional Information** to save the information and go to the next screen. If making updates click **Save** after finishing the revisions.

Staff Additional Information Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
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Main Menu Students Staff Attendance Reports Logout ?

Staff Adult Education Information

SSN: 600-00-0000 Name: Testing Staff

General Information **Additional Information** Locations/Programs Subjects

AE Status: FULL-TIME Edu.Level: ASSOCIATE DEGREE Hrs./Week: 40 Yrs in ADE: 1 Salary Range: Hourly: \$10-\$15 Annual: \$10,001-\$20,000

Teaching Certificates: ☒ Kentucky ☐ Other State Date: 7/1/2008 Total Years Teaching: 1 Certification Subject: Elementary School (Primary through Grade 5)

Primary Assignment: ABE/GED

Save

Click **Save** to add/save your information.

Login User: test2 with Update right. Manage Your Account Manage Your Locations Contact Us

To access this screen when entering new staff click **Add Additional Information** from the staff **General Information** screen once it is completed. To access this screen for existing staff click the **Additional Information** tab.

This screen contains information on local program staff – adult education status, education level, hours worked a week, years in adult education, salary range, certificates and primary assignment. **This must be completed prior to entering the Locations/Programs information. Since the enrollment program types are limited to those identified in Location/Programs, this section must be completed for all staff before enrolling students.** (See Appendix A for core services definitions.)

AE Status Use the drop-down arrow to select your adult education status. The following options are available:

Full-Time
 In Kind
 Less Than 50 Hours per Year
 Part-Time

Education Level Use the drop-down arrow to select the highest education level completed by staff. The following options are available:

Associate Degree
 Bachelor Degree
 Doctorate
 High School
 High School Equivalency/GED
 Less than High School
 Master Degree
 Rank I

Major Use the drop-down arrow to select a major for those staff with a Bachelor's Degree and above.

Hrs./Week Enter the number of hours staff work per week.

Total Yrs in AE	Enter the total number of years experience in adult education for staff.
Salary Range	<p>Use the drop-down arrow to select the hourly salary range for staff. The following options are available:</p> <p>Less than \$10 \$10-\$15 \$16-\$20 \$21-\$25 More than \$25</p> <p>Use the drop-down arrow to select the annual salary range for staff. The following options are available:</p> <p>\$0-\$10,000 \$10,001-\$20,000 \$20,001-\$30,000 \$30,001-\$40,000 \$40,001-\$50,000 \$50,001-\$60,000 \$60,001-\$70,000 \$70,001-\$80,000 \$80,001-\$90,000 \$90,001-\$100,000 \$100,000+</p>
Teaching Certificates	<p>Click the appropriate box if you are a certified teacher and fill in the appropriate information needed according to which certificate you select.</p> <p><input type="checkbox"/> Kentucky Enter the date of the certificate</p> <p><input type="checkbox"/> Other Enter the date of the certificate Enter the state of the certificate</p>
Certificate Subject	Use the drop-down arrow to choose the certificate subject.
Primary Assignment	<p>Use the drop-down arrow to choose the staff primary assignment. The following options are available:</p> <p>ABE/GED Corrections Education Data Clerk English as a Second Language Family Literacy Program Director Program Director/Instructor Workplace</p>

NOTE: Primary assignments will be tracked through professional development activities.

After completing the necessary fields click **Save** to save the information and go to the next screen. If making updates click **Save** after finishing the revisions.

Staff Locations/Programs Screen

Click **Add** each time you select a new program type.

To access this screen when entering new staff click **Locations\Programs** tab from the staff **Additional Information** screen once it is completed. To access this screen for existing staff click the **Locations\Programs** tab.

In order to enroll students, this screen MUST be completed for all staff working with students. YOU MUST LIST EVERY PROGRAM TYPE THAT APPLIES FOR EACH STAFF MEMBER. Program type 00 is for admin personnel who are required to be in the system but are not instructing students, such as data entry clerks or some directors.

Once staff members are assigned to the appropriate program type and click **Add**, the information appears at the bottom of the screen with a status of A (active). Also displayed are location, program, date left, reason, status, fiscal year, edit and delete.

If enrolling a student in AERIN and the appropriate staff person's name is not in the drop-down list, return to this screen. Also use this screen to update staff program types.

Location This is the location code assigned to your program by KYAE.

Programs Use the drop-down arrow to select the program type needed. Repeat this process for every program type that is needed. **Remember to click Add** each time a new program type is chosen. The following program types are available:

- 00 Administrative Only
- 01 Adult Education or ESL
- 13 AE/ESL Carry-Over Achievements
- 15 Official Practice Test (OPT)/Paraeducator
- 18 Workforce Alliance

If a staff person is no longer working in a program type, change the staff person's status to inactive for that particular program type. Click **Edit**, enter the date they moved to inactive status (date left) for that program type and the reason for leaving, then click **Update** to save the changes. The staff person's status is now inactive (I) for that program type.

If a staff person is inactive for a program type and needs to be reverted to active status, click on **Edit** beside the inactive program type, and then click **Update**.

NOTE: The program types on the staff **Locations\Programs** screen are sorted by status. When changing the status from active to inactive, the inactive program type will drop to the bottom of the list.

Date Left Enter date the staff person left the program or is no longer teaching that program type.

Reason for Leaving

Enter the reason the staff person left the program or is no longer teaching that program type. The following options are available:

Full-Time Teaching Job

Health

Higher Paying Job

Other

Personal

After completing the necessary fields click **Subjects Tab** to go to the next screen.

Staff Subjects Screen

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Staff Location & Program Information

SSN: 600-00-0000 Name: Testing Staff

Operation Status: Data Successfully Updated.

[General Information](#) [Additional Information](#) [Locations/Programs](#) **[Subjects](#)**

Location: C9999 - State Office Subjects: ESL - Listening Action: [Add](#)

Location	Subject	Action
C9999	ESL - Listening	Delete
C9999	Math	Delete
C9999	Reading	Delete

1

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

To access this screen when entering new staff click **Subjects** tab from the Locations\Programs screen once it is completed. To access this screen for existing staff click the **Subjects** tab.

Location This is the location code assigned to your program by KYAE.

Subjects Use the drop-down arrow to choose the staff subject(s). The following options are available:

ESL – Listening
 ESL – Writing
 Language
 Math
 Reading

NOTE: Enrollment is tied to subjects this Fiscal Year.

Student Search Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE

[Main Menu](#) [Students](#) [Add Student](#) [Staff](#) [Attendance](#) [Reports](#) [Administration](#) [Logout](#) [?](#)

Student Search

SSN - - Last Name test First Name Testing
City Zip Code Phone - -
Location C9999-State Office [Attendance](#)
Search returned 1 record(s).

SSN	Last Name	First Name	ZipCode	City	Edit
C99-82-8282	Test	Testing	40601	Frankfort	Detailed Info

Login User: Tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

To access student screens from the main menu click **Student Module** or **Students** once inside AERIN.

To perform a student search complete any fields listed on the above screen, then click **Search**. By leaving the location code blank, the statewide database will be searched.

After completing a **Search** if the student is in the system, the student's name and basic information will be displayed at the bottom of the screen.

Click **Detailed Info** to display the student's general information.

You can access the **Student Enrollment Attendance Search** screen by clicking on **Attendance**.

Student Enrollment Attendance Search Screen

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Student Enrollment/Attendance Search

SSN - - Last Name First Name

Location Program

Staff

Search returned 1 record(s).

SSN	Last Name	First Name	Program Type	Att Hrs	Edit
C99-82-8282	Test	Testing	01	2.00	Detailed Info

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

To perform a student search complete any fields listed on the above screen, then click **Search**.

After completing a **Search** if the student is in the system, the student's name and basic information will be displayed at the bottom of the screen.

This process is a quick way to enter daily attendance for students enrolled in adult education. When searching by a location code, a list of students will appear at the bottom of the screen. To enter student attendance hours, click **Detailed Info** next to the appropriate student. Once hours are entered for that student, you can return to this list and click **Detailed Info** to enter attendance hours for a different student.

Student Attendance

AErin: Student Attendance

SSN C99828282 Student Name Testing Test

Date 7/16/2008 Time Attend Type Learning Center Total Time 2.00

Save

Attendance Date	Total	Source	Type
Delete 2008-07-04	1.00	AErin/Manual Entry	Learning Center
Delete 2008-07-07	1.00	AErin/Manual Entry	Learning Center
Delete 2008-07-15	1.00	AErin/Manual Entry	WIN
Delete 2008-07-15	1.00	AErin/Manual Entry	PLATO
Delete 2008-07-15	1.00	AErin/Manual Entry	Homework

Click on **Return** to go back to the student enrollment screen.



Attend Type

Use the drop-down arrow to choose the type of attendance. The following options are available:

Learning Center
Homework
PLATO
WIN

Date

Click the date on the calendar for which you are recording attendance hours.

Time

Enter the number of hours in the time field.

Save

Click **Save**. Once all attendance hours have been saved, click **Return** to revisit the student enrollment search.

NOTE: Source will display how the attendance hours were entered either by AERIN/Manual entry or attendance module.

Welcome to the new Attendance Tracker System

Instructor Log in Attendance Tracker Screen

AERIN
Adult Education Reporting Information Network

KENTUCKY
ADULT EDUCATION
LEARNING FOR LIFE

Instructor Log In

Location:

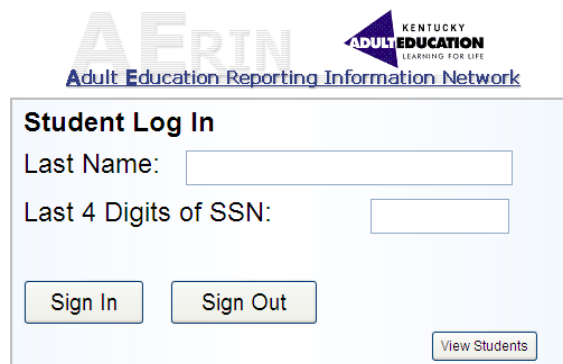
Internet

To access the attendance module screens from the main menu click **Attendance Module** or **Attendance** once inside AERIN.

This screen is used by staff to log into the attendance tracker system.

Location	Use the drop-down arrow to choose your location.
Site	Use the drop-down arrow to choose a site.
Submit	Click on Submit .
Return to AERIN	Click on Return to AERIN to return to the AERIN system.

Student Log in Attendance Tracker Screen



AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

Student Log In

Last Name:

Last 4 Digits of SSN:

This screen will be used for students to log in and out or for staff to view students.

Students Use Only

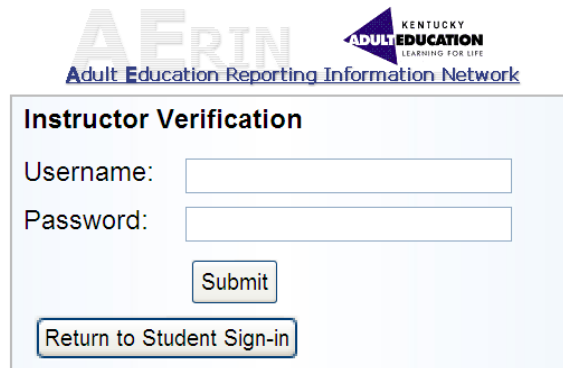
Last Name	Student will enter the last name.
Last 4 digits of SSN	Student will enter the last four digits of their Social Security Number.
Sign In	Student will click on Sign In to sign into the attendance tracker. You should get a message last name has successfully logged in.
Sign Out	Student will click on Sign Out to sign out of the attendance tracker. You should get a message last name has successfully logged out.

Staff Use Only

View Students	Click View Students to see those currently signed in or out.
---------------	---

NOTE: To exit out of attendance you must click **View Students** and make sure all students are logged out for the day.

Instructor Verification Screen



AERIN
Adult Education Reporting Information Network

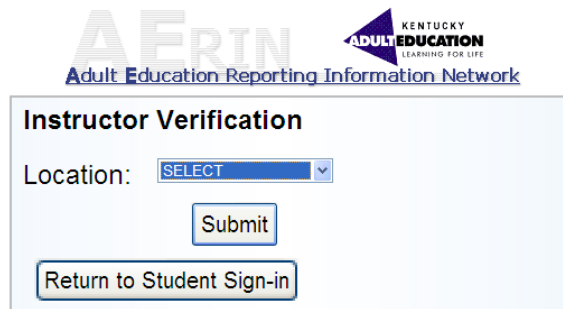
KENTUCKY ADULT EDUCATION
LEARNING FOR LIFE

Instructor Verification

Username:

Password:

Username	Enter your username.
Password	Enter your password.
Submit	Click Submit to submit your information.
Return to Student Sign-In	Click Return to Student Sign-In to return to the student sign-in screen.



AERIN
Adult Education Reporting Information Network



KENTUCKY ADULT EDUCATION
LEARNING FOR LIFE

Instructor Verification

Location:

Location	Use the drop-down arrow to choose your location
Site	Use the drop-down arrow to choose your site.
Submit	Click Submit to submit your information.
Return to Student Sign-In	Click Return to Student Sign-In to return to the student sign-in screen.

Student Tracker View Students Screen


Adult Education Reporting Information Network

View Students

Date Range
(Enter FROM DATE only if you wish to view students for a single date.)

From: To:

SSN	Last Name	First Name	DOB	Attend Date	Time IN	Time OUT	Total Time
-----	-----------	------------	-----	-------------	---------	----------	------------

SSN:

Last Name:

First Name:

DOB:

Attend Date:

Time IN:

Time OUT:

Sign-Out Time (Optional):

☐ AM
☐ PM

View Signed In

Click **View Signed In** to see those students that are currently signed in.

View Range

Click **View Range** to see a list of students.

From

Enter the range start date.

To

Enter the range end date.

Select

Click **Select** beside a student to see their information. Once you click select their information will appear in the fields at the bottom of the screen. You now have the option to **Sign Out** or **View Attendance** for that student.

Sign-Out Time (optional)

Time will auto populate. You can adjust the sign-out time by using the drop-down arrows to choose the hours and minutes to sign the student out if needed.

AM

Click **am** to access am hours.

PM

Click **pm** to access pm hours.

Log Out

Click **Log Out** to log out of the attendance tracker. Students will have to be logged out.

Return to Student Log In

Click **Return to Student Log In** to return to the student log in screen.

Return to AERIN

Click **Return to AERIN** to return to the AERIN system.

To access this screen to view all of a student's hours in module select the student, click **View Attendance**.

AERIN

KENTUCKY
ADULT EDUCATION
LEARNING FOR LIFE

Adult Education Reporting Information Network

Attendance Record for SSN = ***-**-0001 , NAME = Student1, Testing

Attend Date	Time IN	Time OUT	Total_Time
7/14/2008	11:30:22	11:35:22	0
7/14/2008	11:35:29	11:35:29	0
7/14/2008	11:38:25	17:0:25	5.37
7/17/2008	8:54:48	9:30:48	0.60
7/17/2008	9:36:8	10:36:8	1.00

Return to View Students

Return to View Students

Click **Return to View Students** to return to the view student's screen.

New Student Screen

After typing in a SSN, click on **Check** to verify if that student is already in the system.

The screenshot shows the 'Add New Student' form in the AERIN system. At the top, there's a navigation bar with links: Main Menu, Students, Staff, Attendance, Reports, Logout, and a help icon. The form itself has several sections:

- SSN:** A text field with a red asterisk, followed by a 'Check' button.
- Name:** Fields for Last Name, First Name, and MI, each with a red asterisk.
- DOB:** Fields for Month, Date, and Year, each with a red asterisk and a dropdown arrow.
- Address:** A text field with a red asterisk.
- City:** A text field with a red asterisk.
- State:** A dropdown menu with 'Kentucky' selected, with a red asterisk.
- Zip Code:** A text field with a red asterisk.
- Phone 1:** A text field.
- Email:** A text field.
- Gender:** A dropdown menu with a red asterisk.
- Race:** A dropdown menu with a red asterisk.
- High School Diploma/GED:** Radio buttons for 'Yes' and 'No', with a red asterisk.
- Last Grade Completed:** A text field.
- Years Out of School:** A text field.
- Employment Status:** A dropdown menu with a red asterisk.
- Other Client Information:** Checkboxes for Homeless, U.S. Citizen, Veteran, and Immigrant.
- Currently Receiving:** Checkboxes for Unemployment Insurance, Disability SSI, Temp Asst/Families TANF, and Pub Asst/Non TANF.
- Living Area:** A dropdown menu with a red asterisk.
- Location:** A dropdown menu.
- Comments:** A large text area.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.
- Footer:** Login User: test2 with Update right. Manage Your Account, Manage Your Locations, Contact Us.

Click on **Add Student** to access this screen.

This screen first serves as the **New Student** screen and then becomes the **General Information** screen after clicking **Save**. It is used to enter general information about a student -- name, address, phone number, gender, last grade completed and certain demographic information. In addition, it is used to check the enrollment status of a student or to re-open a student's record (if the student is separated and then re-enrolled in a program).

When enrolling a new student, enter the social security number in the appropriate field and click **Check**. This searches AERIN to confirm if the student is already in the system. A pop-up message will indicate that the student is in the system. If this occurs, return to **Search Student** to find the student and update necessary information. If the student is not in the system a message will appear at the top of the screen: Operation Status: Student SSN check is OK, you can continue. NOTE: There can be only one record per social security number; every social security number must be unique.

If the student is not in the system, enter information into the required fields and click **Save**. All required fields will have a red asterisk * located next to them. The following tabs are now available for use with this student: **General Information, Test Results, Enrollment, Goals, Family Goals/Hrs, Child/Family, Child Goals** and **Separation**.

NOTE: If unable to get a student's social security number, generate a pseudo one using a location code and four additional digits. For example, the first pseudo SSN for location code C9999, would be C99-99-0001, the second pseudo SSN would be C99-99-0002, and so on.

Student SSN	Enter student's social security number.
Last Name	Enter student's last name.
First Name	Enter student's first name.
MI	Enter student's middle initial.
Date of Birth	Use the drop-down arrow to select the month, date and year.

Address, City State, Zip+4	Enter street address, city, state, zip code and 4-digit zip code extension for the student. The 4-digit zip code extension is optional.
Phone	Enter student's phone number (optional).
E-mail	Enter student's e-mail address (optional).
High School Diploma/GED	High School Diploma/GED <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Grade Completed	Enter last grade the student completed.
Years out of School	Enter number of years the student has been out of school.
Gender	Use the drop-down arrow to enter the student's gender.
Race	Use the drop-down arrow to enter the student's race. The following options are available: 1 American Indian/Alaskan Native 2 Black or African American 3 Asian 4 Hispanic or Latino 5 White Not of Hispanic Origin 6 Native Hawaiian or Pacific Islander
Currently Receiving	Check all that apply. The following options are available: Unemployment Insurance Disability SSI Temp Assistance/Families TANF Pub Assistance/Non TANF
Other Client Information	Check all that apply. The following options are available: Homeless U.S. Citizen Veteran Immigrant
Employment Status	Use the drop-down arrow to enter the student's employment status. The following options are available: C Correctional Facility E Employed Full-/Part-Time N Not In Labor Force U Unemployed
Living Area	Rural areas are places with less than 2,500 inhabitants and located outside urbanized areas. Use the drop-down arrow to enter where the student lives. The following options are available: Urban Rural

Location

Use the drop-down arrow to select a location code. This field will contain the location code for the program that first entered the student's general information into the system. Once the record has been saved, the location field will be locked and cannot be changed.

Comments

For program use only.

After completing the above required fields or making changes, click **Save**.

Student General Information Screen

Once you click **Save**, a message will appear letting you know if the transaction was complete or if there was an error.

Adult Education Reporting Information Network

Main Menu Students Staff Attendance Reports Logout ?

Student General Information

SSN: C99-82-8282 Name: Test, Testing Status: SEPARATED Entry Date: 04/05/2007

General Info Test Results Enrollment Goals Family Goals/Hrs Child/Family Child Goals Separation

SSN * Last Name * First Name * MI Mon. Date Year Change Status

C99-82-8282 Test Testing DOB * 1 1 1 ☒ Open Student

Address * City * State * Zip Code *

1024 Capital Ctr Drive Frankfort Kentucky 40601

Phone 1 502-573-5114 Email

High School Diploma/GED * Last Grade Completed 10 Gender * MALE

Years Out of School 50 Race * 5-WHITE, NOT OF HISPANIC

Currently Receiving Other Client Information Employment Status *

☐ Unemployment Insurance ☐ Homeless U-UNEMPLOYED

☐ Disability SSI ☒ U.S. Citizen Living Area * Location

☐ Temp Asst/Families TANF ☐ Veteran Rural C9999-State Office

☐ Pub Asst/Non TANF ☐ Immigrant

Comments:

Last Updated by: test1 on 04/05/2007

Save * means required field.

Click in the box beside **Open Student** to activate a student that has been separated.

Located across the top row, above the screen tabs, you will see a status line containing SSN, name, status and entry date. If a student has been enrolled, the status field will display enrolled; if a student has general information entered but the student has not been enrolled, the status field will show general; and if a student has been separated, the status will be separated.

Open Student This field is used to re-open a student's record. **If a student has been separated from a program and then re-enrolls, click this box and click Save.** This changes the student's status to general and you will be able to re-enroll the student (create a new enrollment record).

Students may be enrolled in more than one program type. If you need to enroll someone who is enrolled in a different program type, you may proceed with the enrollment. If a student is already enrolled in the program type at another county program, you will receive an error message giving you the location code of the other county. Click on **Contact Us** at the bottom of the screen to search for the other location code in order to find the contact information for a staff person at that location. Contact the other program and ask if they are still serving the student and request that they separate the student, so you may enroll them.

NOTE: If a student returns to your location within the same fiscal year you should delete the separation. DO NOT re-enroll the student.

If there are difficulties in re-enrolling a student, please notify Terry or Tammy (see page 3).

Test Results Screen

Click Add New to save information.

Program Type * Test Type * Test Name *

Test Date * HRS INSTR Write SOC STUD SCI READ Math Listen LANG Total Score

Mon. Date Year

☐ Keep scores confidential

* means required field. Functional Level is only required for enrollment test

Current Fiscal Year Test Results (NRS Entry/Progress Tests Only)

Test Type	Test Name	Prog Type	Func. LVL	Test Date	HRS Instr.	WRITE	SOC STUD	SCI	READ	MATH	LISTEN	LANG	TOTAL	Exception	Edit Delete
E	B7	01	02	07/01/2008	0.00	0	0	0	0	400.0	0	0	0		Edit Delete

Other Tests (Current FY)

Test Type	Test Name	Prog Type	Func. LVL	Test Date	HRS Instr.	WRITE	SOC STUD	SCI	READ	MATH	LISTEN	LANG	TOTAL	Pass
O	16	01	02	07/01/2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Login User: Tpowers with Global Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on the **Test Results** tab to access this screen.

The **Test Results** screen allows you to enter enrollment, progress and other test scores.

Scale scores are used for all assessments. See functional levels (Appendix B).

Enter the program type (*since students can be enrolled in more than one program type*), test type (E=Enrollment, P=Progress and O=Other), test name, test date and applicable scores.

When enrolling in **Adult Education**, the functional entry level will be automatically calculated using scale scores.

When an approved assessment has been entered for a student enrolled in an adult education program and the student is enrolled, the goal for that entry level will be populated on the Goals screen as a set goal. Once a progress test has been entered showing the student has completed a level, the date reached will be populated in the date reached field on the Goals screen. When entering a progress test, if the student has not met the required number of attendance hours you will be prompted to fill out a post-assessment exception form before you can continue. See [Kentucky Adult Education Policy and Procedure Manual](#) for Assessment guidelines.

A student may have only one enrollment test per fiscal year.

- If a student leaves and re-enters the program during the same fiscal year, use the original enrollment test and enrollment functional level to record level completions.
- If a student separates from one location and enrolls at a different location, use the original entry level to enroll the student in your program. If initial assessment shows the student functioning at a higher level than the original enrollment functional level, demonstrate that the student is either progressing within a level or has completed a level.
- It is very important to test in all areas if obtaining a GED is set as a student goal.

Program Type Use the drop-down arrow to enter the program type. The following program types are available: (See Appendix A for core services definitions.)

Adult Education or ESL
AE/ESL Carry-Over Achievements
Official Practice Test (OPT)/Paraeducator
Workforce Alliance

Test Type Use the drop-down arrow to enter the test type. The following options are available:

E Enrollment Test
O Other Test
P Progressing Test

NOTE: New this year. Only Enrollment and Progress Test will appear in the top for current fiscal year enrollments. Other test will appear at the bottom of the screen under other test (current fiscal year). There is no longer the option of separation test.

Test Name Enter the test name code. Use the drop-down arrow to select the test name. Options will depend on what program type the student is being enrolled.

01 Other
14 GED Actual
15 GED Practice
16 NONE
32 ESL Other
34 Workplace Other
36 Manufacturing Skills Standard
B0-9 TABE-A
B1-9 TABE-D
B2-9 TABE-E
B3-9 TABE-M
B4-9 TABE-L
B5-10 TABE-A
B6-10 TABE-D
B7-10 TABE-E
B8-10 TABE-M
B9-10 TABE-L
C1 WorkKeys
C3 ESL CASAS
C5 ESL Literacy BEST
C6 ESL BEST Plus
D0 CASAS Form 11 R/M A
D1 CASAS Form 12 R/M A
D2 CASAS Form 13 R/M B
D3 CASAS Form 14 R/M B
D4 CASAS Form 114 R/M B
D5 CASAS Form 15 R/M C
D6 CASAS Form 16 R/M C
D7 CASAS Form 116 R/M C
D8 CASAS Form 17 R/M D
D9 CASAS Form 18 R/M D
E0 CASAS Form 51 L A
E1 CASAS Form 52 L A
E2 CASAS Form 63 L B
E3 CASAS Form 64 L B
E4 CASAS Form 65 L C
E5 CASAS Form 66 L C
E6 CASAS Form 81 R A

E7	CASAS Form 82 R A
E8	CASAS Form 81 R A
E9	CASAS Form 82 R A X
F0	CASAS Form 83 R B
F1	CASAS Form 84 R B
F2	CASAS Form 85 R C
F3	CASAS Form 86 R C
F4	CASAS Form 185 R C
F5	CASAS Form 186 R C
F6	CASAS Form 187 R D
F7	CASAS Form 188 R D
F8	CASAS Form 27 R
F9	CASAS Form 28 R
G0	CASAS Form 31 R/M
G1	CASAS Form 32 R/M
G2	CASAS Form 32 R/M X
G3	CASAS Form 33 R/M
G4	CASAS Form 34 R/M
G5	CASAS Form 34 R/M X
G6	CASAS Form 35 R/M
G7	CASAS Form 36 R/M
G8	CASAS Form 37 R/M
G9	CASAS Form 38 R/M
H0	CASAS Form 51 L
H1	CASAS Form 52 L
H2	CASAS Form 53 L
H3	CASAS Form 54 L
H4	CASAS Form 55 L
H5	CASAS Form 56 L

Date	Enter date the test was administered. Dates are entered in MM/DD/YYYY format. This field is mandatory. If no test is administered, use code 16 for the test name and enter the date the student's functional level was assessed in the test date field.
Hrs Inst	Enter number of hours of instruction provided between the previous test and current test. This field is optional.
Write	Depending on the test selected this box will appear.
Social Studies	Depending on the test selected this box will appear.
Science	Depending on the test selected this box will appear.
Reading	Depending on the test selected this box will appear.
Math	Depending on the test selected this box will appear.
Listening	Depending on the test selected this box will appear.
Language	Depending on the test selected this box will appear.
Total	Automatically calculates the OPT average score based on the score entries for writing, social studies, science, reading and math.
GED Scores	Click on this button to see GED scores that have been downloaded into AERIN by our scoring system service.
Passed	Once a client has passed the GED, the date passed will appear on the Test Results page and the scores will be listed under the GED Scores button on the Test Results page.

Keep Scores Confidential

Check this box for students who do not want their test scores to appear on the Test Results screen. Scores will appear as 999.

Functional Level

The functional level is set by the enrollment test entered. The following is a list of levels:

- 01 Beginning ABE Literacy
- 02 Beginning ABE
- 03 Low Intermediate ABE
- 04 High Intermediate ABE
- 05 Low Adult Secondary Education
- 06 High Adult Secondary Education
- 07 Beginning Literacy ESL
- 08 Low Beginning ESL
- 09 High Beginning ESL
- 10 Low Intermediate ESL
- 11 High Intermediate ESL
- 12 Advanced ESL Literacy

Current Fiscal Year
Enrollments

Enrollment and Progress Test for current fiscal year will appear here.

Other Test/Past
Test History

Use the drop-down arrow to choose one of the following options. The following options are available:

Other test current fiscal year
History previous year

After completing the required fields click **Add New** to save your information. If making updates to existing records, click **Save**.

Enrollment Screen

AERIN KENTUCKY **ADULT EDUCATION** LEARNING FOR LIFE
Adult Education Reporting Information Network

[Main Menu](#) [Students](#) [Staff](#) [Attendance](#) [Reports](#) [Logout](#) [?](#)

Student Enrollment

SSN: 800-00-0000 Name: Enrollment 1, Test Status: GENERAL Entry Date: 07/29/2008

[General Info](#) [Test Results](#) **[Enrollment](#)** [Goals](#) [Family Goals/Hrs](#) [Child/Family](#) [Child Goals](#) [Separation](#)

Location * C9999-State Office Mon. Date Year
 Satellite Site Enrollment Date *
 Program Type *
 Class Location *
 Comments
 Company * Company is required for program type 18
 Training Type
 Subject Enrollment Subject Staff
Class Enrollment Info (Optional)
 Class Enrollment Class Staff
 Current Fiscal Year Enrollment

Location ID	Site ID	Program Type	Service	Enroll Date	Staff	Services	Attendance	Edit	Delete
1									

[View History](#) [Add New](#)

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click Add New to add/save your information.

Click on the **Enrollment** tab to access this screen.

Location KYAE assigned location code and location name displays.

Satellite Site This is not a required field. Drop-down list will only show sites entered on the **Manage Your Location** screen.

Program Type Use the drop-down arrow to select the program type in which the student is to be enrolled. (See Appendix A for core services definitions.)

Adult Education or ESL
 AE/ESL Carry-Over Achievements
 Official Practice Test (OPT)/Paraeducator
 Workforce Alliance

Class Location Use the drop-down arrow to enter the student's class location. The following options are available:

- 01 Local Education Agencies
- 02 Community College/Technical College
- 03 4-Year College
- 04 Learning Center
- 05 Correction Institution
- 06 Institutions for the Disabled
- 07 Work Site
- 08 Library
- 09 Community-Based Organization
- 10 Home or Homebound
- 11 Other
- 12 Public/Private Non-Profit

Enrollment Date Use the drop-down arrow to select the month, date and year the student was enrolled.

Comments	For program use only.
Company	Enter the name of the company (required for program type 18 only)
Training Type	<p>Use the drop-down arrow to enter the students training type (required for program type 18 only). The following options are available:</p> <p>Assessment Reading Writing Math WESL Kentucky Employability Certificate Preparation Kentucky Manufacturing Skills Standards Preparation Communications Problem Solving Critical Thinking Team Building Computer Literacy Paraeducator Preparation</p>
Subject Enrollment	Use the drop-down arrow to choose the subject enrollment. The options available will be decided by the test subject you have the student enrolled with.
Staff	<p>Use the drop-down arrow to choose the appropriate staff person. NOTE: The only names that will appear in the drop-down menu are staff whose Locations/Programs contains the program type in which you are enrolling the student and have the subject you have selected on their subjects screen. If the staff person's name does not appear in the drop-down list, return to the staff module and check the Location/Programs tab for the current program type and the subject tab for the correct subject.</p>

After completing the required fields click **Add New** to add/save your information.

View History Click **View History** to see past fiscal year enrollments.

NOTE: Services, Class Enrollment and Attendance Options will be available once you have a student enrolled.

Services

If enrolling a student in one of the adult education services: click on **Services** located under the current fiscal year enrollment to choose the type of service.

Aerin Enrollment Services

Service: Start Date: End Date:

Staff:

Location ID	Program Type	Service	Start Date	End Date	Total_hrs	County
1						

Training Types (Academic)
Training Types (Soft Skills)

Click Add to add/save your information.

Service

Use the drop-down arrow to select the type of service for student enrollment. The following options are available:

Adult Education at the Workplace
Family Literacy
Corrections
EL/Civics

Start Date

Use the drop-down arrow to select the month, day and year the student started participating in the service.

End Date

To enter the date the student stopped participating in the service, click **Services** on the Enrollment screen. Click **Edit** beside the current fiscal year service which will bring the information to the top of the **Services** screen. Use the drop-down arrows to select the month, date and year that the service ended. Click **Add** to save your information.

Staff

Use the drop-down arrow to select the staff person to whom this student is assigned.

After completing the required fields click **Add** to save your information. Once you click **Add** you will be returned to the Enrollment screen.

Return

If you access the AERIN Enrollment Services screen by mistake click **Return** to return to the Enrollment screen. If you make changes and decide before saving that you don't want to keep the changes, click **Return** and then click **Exit Without Saving**.

Attendance

If enrolling a student in adult education: click on **Attendance** located under current fiscal year enrollment to enter daily attendance hours. This will populate total hours on the separation screen.

Class Enrollment

In order to access this option once you have a student enrolled you will need to come back to the enrollment screen and click **Edit** beside the current fiscal year enrollment. The current enrollment record will appear back at the top of the screen. Use the drop-down arrow to choose the class enrollment. Only those classes that have been entered on your class locations through the Manage your Locations screen will appear in the drop-down list.

Staff

Use the drop-down arrow to choose the staff person for the class you have chosen. Once you have chosen a class enrollment and the staff person you will need to click on **Add Class** and **Save**.

Goals Screen

Click on **Add New** to add/save your information.

SSN: C99-82-8282 Name: Test, Testing Status: ENROLLED Entry Date: 04/05/2007

General Info Test Results Enrollment **Goals** Family Goals/Hrs Child/Family Child Goals Separation

Location-SiteID-ProgramType-EnrollDate Mon. Date Year

Enrollment * C9999-NA-Adult Education or ESL-07/01/2008 Set Date *

Goals * SELECT Date Reached

Add New * means required field.

Current Fiscal Year Goals

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Set Date	Date Reached	Edit Delete
C9999		01	07/01/2008	31	07/01/2008		Edit Delete

Goal Setting History

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Set Date	Date Reached

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on the **Goals** tab to access this screen.

When an approved assessment has been entered for a student enrolled in an adult education program type, the goal for that entry level will be populated in the Goals screen as a set goal. Once a progress test has been entered showing the student has completed a level, the date reached will be populated in the date reached field on the Goals screen.

The **Goals** screen is used to set or update a student's goals. To set goals, use the drop-down arrow to select the enrollment goal to be set and the date the goal is set in the set date field. Click **Add New** when finished.

After a goal has been reached and documentation has been placed in the student's folder, click **Edit** beside the goal in the current fiscal year goals box. This brings the goal to the top section. Use the drop-down arrow to select the date the goal was reached and click **Save**.

Enrollment Use the drop-down arrow to select the enrollment for which you are setting goals. If a student is enrolled in more than one program type, you will have more than one enrollment option from which to choose.

Goals Use the drop-down arrow to select the student's goal. The following options are available:

- 01 Earn a GED
- 04 Enter Postsecondary Education/Training
- 05 Enter Military
- 06 Gain Employment
- 07 Enter Other Training (non postsecondary)
- 10 Obtain Silver KEC
- 11 Obtain Gold KEC
- 12 Pass KY Paraeducator Assessment
- 13 Obtain KMSS Certificate
- 19 Register to Vote or Voted
- 24 Receive U.S. Citizenship
- 26 Be Removed from Public Assistance
- 27 Obtain Job Advancement
- 28 Retain Job
- 30 Complete Beginning ABE Literacy
- 31 Complete Beginning ABE
- 32 Complete Low Intermediate ABE

- 33 Complete High Intermediate ABE
- 34 Complete Low Adult Secondary Education
- 35 Complete High Adult Secondary Education
- 38 Master Workplace Essential Skills Instruction
- 40 Other
- 41 Complete Beginning Literacy ESL
- 42 Complete Low Beginning ESL
- 43 Complete High Beginning ESL
- 44 Complete Low Intermediate ESL
- 45 Complete High Intermediate ESL
- 46 Complete Advanced ESL Literacy
- 97 WIN KYVAE
- 98 PLATO KYVAE

Set Date Use the drop-down arrow to select the month, day and year the goal is set for this student.

Date Reached Use the drop-down arrow to select the month, day and year the goal is reached for this student.

After completing the required fields click **Add New** to save your information. If making updates to existing records, click **Save** when finished.

Family Goals/Hours Screen

Click on **Add New** to add/save your information.

Enrollment * Date Reached Mon. Date Year

Goals * means required field.

Current Fiscal Year Goals

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Date Reached	Edit Delete
1						

Goal Setting History

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Date Reached
1					

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on the **Family Goals/Hrs** tab to access this screen.

The **Family Goals/Hrs** screen is used to record family literacy goals and parenting, PACT and unfacilitated PACT hours. **These hours should be recorded on a monthly basis.**

- Enrollment** Use the drop-down arrow to select the enrollment for which you are setting the goals. If a student is enrolled in more than one program type, you will have more than one enrollment option from which to choose.
- Goals** Use the drop-down arrow to select the student's goal. The following options are available:
- 61 Parent Support of Child's Education
 - 70 Parent Child Interactive Literacy Activities
- Date Reached** Use the drop-down arrow to select the month, day and year the goal is reached for this student.
- Add New** Click **Add New** to save data.
- Parent Hours** Click **Parenting Hours** to access the screen to enter your monthly hours.
- PACT Hours** Click **PACT Hours** to access the screen to enter monthly hours. In facilitated PACT, family literacy staff assists parents and their children participating together in literacy related activities.
- Unfacilitated PACT Hours** Click **Unfacilitated PACT Hours** to access the screen to enter monthly hours. In unfacilitated PACT, parents and children participate together in literacy activities without direct assistance (independently) of family literacy staff.

After completing the required fields click **Add New** to save your information. If making updates to existing records, click on **Save** when finished.

Parenting Hours

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Separation

Student Family Literacy Hours

SSN: C99-82-8282 Name: Test, Testing Status: ENROLLED Entry Date: 04/05/2007

Parenting Hours

July

1

January

0

August

0

February

0

September

0

March

0

October

0

April

0

November

0

May

0

December

0

June

0

Return

Submit

Parent Hours Enter total number of hours in the **field** beside the appropriate month.
When finished click **Submit** to save.

PACT Hours

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Separation

Student Family Literacy Hours

SSN: C99-82-8282 Name: Test, Testing Status: ENROLLED Entry Date: 04/05/2007

PACT Hours

July

1

January

0

August

0

February

0

September

0

March

0

October

0

April

0

November

0

May

0

December

0

June

0

Return

Submit

PACT Hours Enter total number of hours in the field beside the appropriate month.
When finished click **Submit** to save.

Unfacilitated PACT Hours

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Goals

Family Goals

Child/Family

Child Goals

Separation

Student Family Literacy Hours

SSN: C99-82-8282 Name: Test, Testing Status: ENROLLED Entry Date: 04/05/2007

Unfacilitated PACT Hours

Return

Submit

Unfacilitated PACT Hours Enter total number of hours in the field beside the appropriate month.
When finished click **Submit** to save.

All parenting hours should be entered on a monthly basis.

Child/Family Screen

Click **Add New** to add/save your information.

Click on the **Child/Family** tab to access this screen.

The **Child/Family** screen is used to enroll children.

- | | |
|-------------|---|
| Childs SSN | Enter child's social security number. |
| Last Name | Enter child's last name. |
| First Name | Enter child's first name. |
| DOB | Use the drop-down arrow to enter the child's date of birth. |
| Child Group | Use the drop-down arrow to choose the child's group. The following options are available: |
| I | Infant Toddler 0-2 |
| E | Pre-School Early Childhood 3-4 |
| P | Primary- K-3 rd grade |
| S | Secondary 4 th -12 th grade |

After completing the required fields click **Add New** to save your information. If making updates to existing records, click **Save**.

- | | |
|--------------------------------------|---|
| Children List/
To Client/Transfer | These three fields are used only if you need to transfer all of a child's information to another student (family member). Select the child from the children list, enter the social security number of the student to whom you are transferring the child, and then click Transfer . |
| Other Family Members | If more than one student is enrolled and needs to be connected to the same child, use this section. Enter the new family member's social security number and click Add . This allows more than one student to be connected to a child. |

Child Goals Screen

Click on **Add New** to add/save your information.

Click on the **Child Goals** tab to access this screen.

The **Child Goals** screen is used to enter goals of children.

Once a goal has been reached, use the drop-down arrow to select the child's name, goal(s) met and the date reached. Click **Add New**.

Children List Use the drop-down arrow to select the child's name.

Goals Use the drop-down arrow to choose the appropriate goal. The following options are available:

Infant Toddler 0-2 and Pre-School Early Childhood 3-4

C1 - Child demonstrates progress in language and literacy skills

C2 - Child demonstrates progress in developmental progress

Primary - K-3rd Grade and Secondary 4th – 12th grade

C3 - Child demonstrates progress in reading and reading readiness

C4 - Child demonstrates progress in writing

C5 - Child demonstrates progress in numeracy

Date Reached Use the drop-down arrow to enter the date the goal is reached.

To make revisions, click **Edit** beside the goal in the current fiscal year goals box. This brings the goal to the top section. Use the drop-down arrows to make corrections. When finished, click **Save**.

Separation Screen

Click **Separate** to separate your student.

Click on the **Separation** tab to access this screen.

NOTE: The separation cannot be completed until attendance hours are entered. Hours will either be entered on the attendance screen, through the attendance tracker or here on the Separation screen depending on the program type you have enrolled the student in.

Enrollment Use the drop-down arrow to choose the correct enrollment you are separating.

Separation Data Use the drop-down arrow to enter the overall progress the student achieved at separation. The following options are available:

- 01 Completed Level Enrolled or Reached Goal and Left
- 02 Progressing in Enrollment Level
- 03 Progressed Beyond Enrollment Level
- 04 Separated Before Completing Level or Reaching Goal

Functional Exit Level Use the drop-down arrow to enter the student's functional exit level. The following options are available:

- 01 Beginning ABE Literacy
- 02 Beginning ABE
- 03 Low Intermediate ABE
- 04 High Intermediate ABE
- 05 Low Adult Secondary Education
- 06 High Adult Secondary Education
- 07 Beginning Literacy ESL
- 08 Low Beginning ESL
- 09 High Beginning ESL
- 10 Low Intermediate ESL
- 11 High Intermediate ESL
- 12 Advanced ESL Literacy

Exit Date Use the drop-down arrow to enter separation date.

Program Exit Reason

Use the drop-down arrow to enter main reason the student exited the program. The following options are available:

- 01 Lack of Interest
- 02 Entered Employment
- 03 Child Care
- 04 Illness/Incapacity
- 05 Family Problems
- 06 Transportation Problems
- 07 Location of Class
- 08 Changed Address/Moved
- 09 Time of Class/Program
- 10 Other Known Reason
- 11 Cannot Locate or Contact
- 12 Completed Objective
- 13 End of Fiscal Year

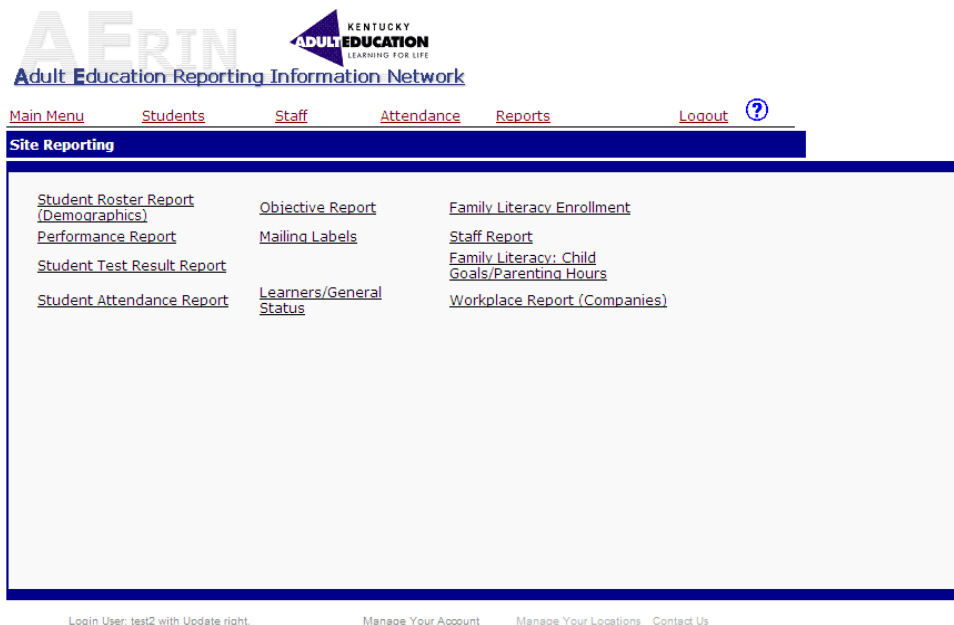
Attendance Hours

Attendance hours for students enrolled in adult education programs will automatically be populated from the enrollment screen. For other program types, the total number of student attendance hours must be entered.

Note: If separating a student out of an adult education program type and no attendance hours were entered, an error message will appear stating to go back to the enrollment screen and enter those hours. If separating a student out of other programs and no hours were entered, a message will display promoting you to enter those hours.

After completing the required fields, click **Separate**. If making updates to existing records, click **Save**.

Reports Screen



To access reports from the main menu click **Reporting Module** or **Reports** once inside AERIN.

To access new reports from the warehouse click **Performance Report**.

Student Roster Report	Displays students enrolled and separated.
Performance Report	Displays current performance.
Student Test Result Report	Displays all testing information.
Student Attendance Report	Displays total student attendance hours.
Objective Report	Displays all or any objective information.
Mailing Labels	Allows you to generate labels.
Learners/General Status	Displays students in general status.
Family Literacy Enrollment	Displays family literacy enrollment.
Staff Report	Displays active or all staff listing.
Family Literacy Child Goals/Parenting Hours	Displays a list of children and their goals. Will also show a running total of parenting hours.
Workplace Report (companies)	Displays workplace information with company name.


Student Roster Report Parameter Screen

Click on **Reports** and then **Student Roster Report** to access this screen.


Select any combination of fields to generate a student roster report by using the drop-down arrow or by checking the appropriate box. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Service	Use the drop-down arrow to choose the service type or leave blank to Run Report by all service types.
Functional Entry Level	Use the drop-down arrow to choose the functional entry level, or leave as all to Run Report by all functional entry levels.
Staff Member	Use the drop-down arrow to select a staff member, or leave as all to Run Report of all staff members.
Fiscal Year	Use the drop-down arrow to select the fiscal year.
Include Hours	Check this box to display student total attendance hours.
Include only those with 12 or more hours	Check this box to display those students with 12 or more total attendance hours.
Export to Spreadsheet	Check this box to export the report to Excel.
Full Demographics	Check this box along with export to spreadsheet to get demographic information for all students.

Student Roster Report



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concurrent users = 0

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100%
 











Student Enrollment Roster For Fiscal Year 2009 7/23/2008

Site: C9999 State Office

Site	STA	PGM TYP	LAST NAME	FIRST NAME	MI	GENDER	RACE	LAS GRA	YRS OUT	ENTRY LEVEL	STAFF_NAME
	E	01	Doe	John	L	M	6			03	
	E	01	Test	Testing		M	5	10	50	02	
Total Students:		2	Total Enrollments:		2						
Student Count in this Report:			2								
Enroll Count in this Report:			2								

This report shows **All** selected. The **Student Count in this Report** located at the bottom of your report is a non-duplicate count. The **Enroll Count in this Report** counts all enrollment types for that student.

Located at the top of the screen are the following radio buttons:

- 
Use to search large reports.
- 
Allows you to export reports into different file formats, - Word, Excel, etc.
- 
Prints document.
- 
Goes to first page of your report.
- 
Goes to previous page.
- 
Goes to next page.
- 
Goes to last page.
- 
Goes up a page.
- 
Enter the page number, and then click **Go to** in order to find the specified page.
- 
Enter the search criteria, and then click **Search**.
- View Size
Use the drop-down arrow to choose the viewing size.

Performance Report Parameter Screen

Click on **View Report** to generate your report.

Click on **Reports** and then **Performance Report** to access this screen.

Select any combination of fields to generate a performance report by using the drop-down arrows. Once the desired criteria have been selected, click **View Report**.

Year	Use the drop-down arrow to choose the fiscal year.
View Site	Use the drop-down arrow to choose Yes or No to view site.
County	Use the drop-down arrow to choose county.
Show State Report	Use the drop-down arrow to choose Yes or No to view the state performance report.
Region	Use the drop-down arrow to choose region.
Attendance Hrs	Use the drop-down arrow to choose attendance hours.
View Report	Click View Report to generate your report.

Performance Report

[Roster](#)
[Performance/ Site](#)
[Test Results Chart](#)
[Multi Counties/ Services](#)

Year:
 Show State Report:
[View Report](#)

View Site:
 Region:

County:
 Attendance Hrs:

Site:

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 Find | Next

 Export

Kentucky Adult Education
2008 Performance Report All Hours





Load Dates: 08-16-2008

COUNTY/STATE State	ENROLLMENT		ACHIEVED	PERFORMANCE		
	GOAL	ACTUAL		GOAL	ACTUAL	+/-
Beginning ABE Literacy - Level 1 (0-1.9)	1,089	582	54 %	53 %	-1 %	
Beginning ABE - Level 2 (2.0-3.9)	5,677	2,587	51 %	46 %	-5 %	
Low Intermediate ABE - Level 3 (4.0-5.9)	10,533	4,820	53 %	46 %	-7 %	
High Intermediate ABE - Level 4 (6.0-8.9)	14,279	6,219	48 %	44 %	-4 %	
Low Adult Secondary Education - Level 5 (9.0-10.9)	5,417	2,430	51 %	45 %	-6 %	
High Adult Secondary Education - Level 6 (11.0-11.9)	3,694					
Subtotal ABE/ASE	40,599	16,638				
Beginning Literacy ESL	863	342	38 %	40 %	2 %	
Low Beginning ESL	607	278	44 %	46 %	2 %	
High Beginning ESL	850	398	44 %	47 %	3 %	
Low Intermediate ESL	744	381	58 %	51 %	-7 %	
High Intermediate ESL	597	300	57 %	50 %	-7 %	
Advanced ESL Literacy	548	202	44 %	37 %	-7 %	
Subtotal ESL	4,209	1,901				
Total ABE/ESL	44,804	18,539				
Total of Educational Levels Completions	41,201	18,539		45 %		
Work-based Skills or ESL	4,785					
Official Practice Test (OPT)/Paraprofessor	6,547					

GED GRADUATES	GOAL	ACHIEVED	ACTUAL
STATE GOAL	10,631	10,094	95 %

NRS PERFORMANCE	STUDENTS w/GOAL	ACHIEVED	GOAL	ACTUAL
Sum of GED	10,473	8,613	78 %	82 %
State Post-Secondary Education/Training	2,067	1,977	72 %	91 %
State Other Training/Non Post-Secondary	154	132		
Gain Employment	1,794	1,354		
Return Job	1,664	1,582		
Obtain SBAEC REC	1,157	1,020		
Obtain Gohk REC	320	298		
Obtain JMWSS Certificate	187	100		
WFL Online Learning	1,481	1,397		
PLATO Online Learning	3,803	3,603		
Adult Ed at the Workplace	294			
Adult Education or ESL	35,791			
Connections	5,861			
ILC/CLC	1,247			
Early Literacy	1,693			
Workforce Alliance	1,758			
learners with Multi-Level Goals	5,942			

This report will show **current progress**.

-  Goes to the first page of your report.
-  Goes to previous page of your report.
-  Goes to the next page of your report.
-  Goes to the last page of your report.

View Size Use the drop-down arrow to choose the viewing size.

Find Txt Type in the text you are searching for and click **Find**.

Next Click **Search** for the next listing of the text you are searching.

Export Use the drop-down arrow to choose the type of file you would like to export to. Once you choose an option to export to you will get a message asking would you like to open, save or cancel. Once you click **Open** or **Save** then you will have other options available to you as well as print.

Note: Other reports and options in our reporting warehouse are still under construction at this time.

Student Test Result Parameter Screen

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Adult Education Reporting Information Network

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Student Test Result Report Parameter

Location: C9999-State Office
 Satellite Site: All
 Func. Entry Level: All
 Test Type: All
 Test Name: All

☐ List those who have passed GED

☐ NRS (Pre AND Post-tested only)
☐ NRS (NOT Pre and Post Tested)
☐ Export to Spreadsheet
☐ Progress Test Report
 Reports on Progress tests-->To Spreadsheet only

☐ Corrections

[Run Report](#) [Clear](#)

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)


Click on **Reports** and then **Test Results Report** to access this screen.

Select any combination of fields by using the drop-down arrows or clicking into the appropriate box to generate a **Student Test Report**. Once the desired criteria have been selected, click **Run Report**.


Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Functional Entry Level	Use the drop-down arrow to choose a functional entry level, or leave as all to Run Reports of all the functional entry levels.
Test Type	Use the drop-down arrow to choose a test type, or leave as all to Run Report of all test types.
Test Name	Use the drop-down arrow to choose a Test , or leave as all to Run Report with all tests.
List those who have passed the GED	Check this box to display students who have passed the GED.
NRS (Pre and Post-tested only)	Check this box to display students enrolled in program with a NRS approved pre- and post-test.
NRS (not Pre and Post Tested)	Check this box to display students enrolled in program without a NRS approved pre- and post-test.
Export to Spreadsheet	Check this box to export the report to Excel.
Progress Test Report	Check this box to display students who have a progress test.
Corrections	Check this box to display students enrolled in corrections.

Note: If you are trying to find GED scores transmitted from NRSpro.com, choose program type 13 on the Functional Entry Level, GED Score from GED Program and click Run Report.

Student Test Results Report






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AERin Test Results Report for Fiscal Year 2009											
Date	Type	Test	Function Level	Writing	Social St	Science	Reading	Math	Listening	Language	
State Office											
Doe, John											
07/06/2008	E	B6	03	0.00	0.00	0.00	0.00	450.00	0.00	0.00	
07/18/2008	P	B2	04	0.00	0.00	0.00	0.00	520.00	0.00	0.00	
Test, Testing											
07/01/2008	E	B7	02	0.00	0.00	0.00	0.00	400.00	0.00	0.00	
07/23/2008	P	B7	06	0.00	0.00	0.00	0.00	750.00	0.00	0.00	

This report will show all tests and test scores selected by criteria.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Student Attendance Report Parameter Screen

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Adult Education Reporting Information Network

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Student Attendance Report Parameter

Location: C9999-State Office
Satellite Site: All
Program Type: All
Service: SELECT
Functional Entry Level: All
Staff Member: All
Fiscal Year: 2009
Attendance Options: All
Pull students who have not attended in...: 0

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on **Reports** and then **Student Attendance Report** to access this screen.

Select any combination of fields by using the drop-down arrow to generate a student attendance report. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Service	Use the drop-down arrow to choose the service type or leave blank to Run Report by all service types.
Functional Entry Level	Use the drop-down arrow to choose a functional entry level, or leave as all to Run Report of all of the functional entry levels.
Staff Member	Use the drop-down arrow to choose a staff member, or leave as all to Run Report by all staff.
Fiscal Year	Use the drop-down arrow to choose the fiscal year to run the report by.
Attendance Options	Use the drop-down arrow to choose attendance options, or leave as all to Run Report by all hours. The following options are available: 0 to 11.9 Hours 12 to 30 Hours More than 30 Hours
Pull students who have not attended in...	Use the drop-down arrow to choose attendance options, or leave as 0. The following options are available: 30 days 60 days 90 or more days

Objective Report Parameter

The screenshot shows the 'Objective Report Parameter' screen. At the top, there is a navigation bar with links: Main Menu, Students, Staff, Attendance, Reports, and Logout. Below this is a blue header bar with the text 'Objective Report Parameter'. The main content area contains several drop-down menus for selecting criteria: Location (C9999-State Office), Satellite Site (All), Program Type (All), Service (SELECT), Client Goals (All), Staff Member (All), and Entry Level (All). To the right of these menus are two checkboxes: 'List Students Who Passed GED' and 'Export to Spreadsheet'. At the bottom of the form are two buttons: 'Run Report' and 'Clear'. Below the form, there is a login status message: 'Login User: test2 with Update right.' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on **Reports** and then **Objective Reports** to access this screen.

Select any combination of fields to generate a student objective report by using the drop-down arrow. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Service	Use the drop-down arrow to choose the service type or leave blank to Run Report by all service types.
Client Goals	Use the drop-down arrow to choose a client goal, or leave blank to Run Report of all student goals.
Staff Member	Use the drop-down arrow to choose a staff member, or leave blank to Run Report of all staff.
Entry Level	Use the drop-down arrow to choose the entry level.
List Students Who Passed GED	Check this box to run a report that shows those that have passed the GED.
Export to Spreadsheet	Check this box to export the report to Excel.

Objective Report

OBJECTIVE REPORT

7/23/2008 1:47:10PM

LOCATION: C9999 State Office

SITE:

PROGRAM TYPE: 01

OBJECTIVE: 31

STAFF:

Student Name	Gender	Race	Entry Level	Client Status	Prog Type	Objective	Obj Reh Date
Test,Testing	M	5	02	E	01	31	7/23/08
Totals						1	1

OBJECTIVE: 32

STAFF:

STAFF:

Student Name	Gender	Race	Entry Level	Client Status	Prog Type	Objective	Obj Reh Date	
Test,Testing	M	5	02	E	01	32	7/23/08	
Doe,John	L	M	6	03	E	01	32	7/18/08

OBJECTIVE: 33

STAFF:

Student Name	Gender	Race	Entry Level	Client Status	Prog Type	Objective	Obj Reh Date
Test,Testing	M	5	02	E	01	33	7/23/08
Doe,John	L	M	6	03	E	01	33
Totals						5	4

OBJECTIVE: 34

STAFF:

Student Name	Gender	Race	Entry Level	Client Status	Prog Type	Objective	Obj Reh Date
Test,Testing	M	5	02	E	01	34	7/23/08
Totals						6	5

OBJECTIVE: 35

STAFF:

Student Name	Gender	Race	Entry Level	Client Status	Prog Type	Objective	Obj Reh Date
Test,Testing	M	5	02	E	01	35	
Totals						7	5

This report will show all objectives recorded and objectives reached selected by criteria.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Mailing Labels Parameter Screen

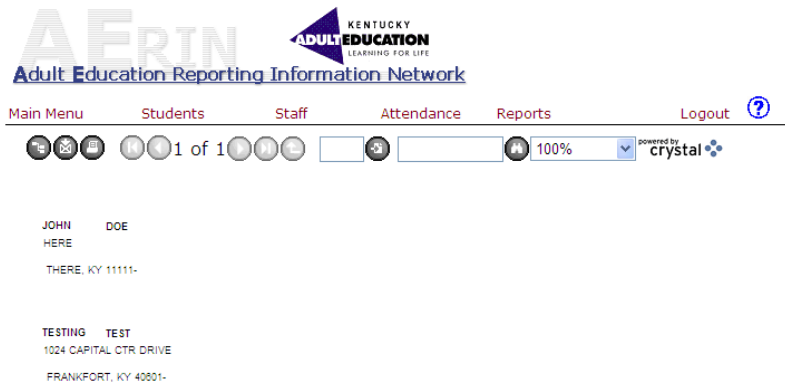
The screenshot shows the 'Mailing Label Parameter' screen within the AERIN (Adult Education Reporting Information Network) system. At the top, there is a navigation bar with links: Main Menu, Students, Staff, Attendance, Reports, Logout, and a help icon. Below this is a blue header bar with the text 'Mailing Label Parameter'. The main content area contains several drop-down menus for selecting parameters: Location (set to 'C9999-State Office'), Satellite Site (set to 'All'), Program Type (set to 'All'), Goal Set (set to 'All'), and Staff Member (set to 'All'). To the right of these menus are two checkboxes: 'Export to Spreadsheet' and 'Reached Objective', both of which are currently unchecked. At the bottom of the parameter selection area are two buttons: 'Run Report' and 'Clear'. Below the main content area, there is a footer section containing the text 'Login User: test2 with Update right.' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on **Reports** and then **Mailing Labels** to access this screen.

Select any combination of fields to generate mailing labels by using the drop-down arrow. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Goal Set	Use the drop-down arrow to choose the goal or leave blank to Run Report by all goals.
Staff Member	Use the drop-down arrow to choose a staff member, or leave blank to Run Report of all staff.
Export to Spreadsheet	Check this box to export to spreadsheet.
Reached Objective	Check this box to run labels for students that have reached selected goals.

Mailing Labels Report



This report is for printing mailing labels.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size Use the drop-down arrow to choose the viewing size.

Learner/General Status Parameter Screen

AERIN KENTUCKY ADULT EDUCATION LEARNING FOR LIFE
Adult Education Reporting Information Network

[Main Menu](#) [Students](#) [Staff](#) [Attendance](#) [Reports](#) [Logout](#) [?](#)

Learner/General Status Report Parameters

Location:

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click on **Reports** and then **Learner/General Status** to access this screen.

Click **Run Report** to generate a report of your students in general status. If you have only entered general information and other tests on this student and have not enrolled them their name should appear on this report.

Learner/General Status Report Screen

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Adult Education Reporting Information Network

Main Menu Students Staff Attendance Reports Logout ?

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Aerin: Students with GENERAL Status 7/23/2008

SSN	Last Name	First Name	Middle Initial
800808080	Test	General	

This report is for printing student's in General status.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size Use the drop-down arrow to choose the viewing size.

Family Literacy Enrollment Parameter Screen

The screenshot shows the 'Family Literacy Enrollment Report Parameter' screen. At the top, there is a navigation bar with links: Main Menu, Students, Staff, Attendance, Reports, Logout, and a help icon. Below the navigation bar is a blue header with the text 'Family Literacy Enrollment Report Parameter'. The main content area contains two drop-down menus: 'Location' with 'C9999-State Office' selected, and 'Satellite Site' with 'All' selected. Below these menus are two buttons: 'Run Report' and 'Clear'. At the bottom of the screen, there is a login status 'Login User: test2 with Update right.' and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on **Reports** and then **Family Literacy Enrollments** to access this screen.

Select any combination of fields to generate a family literacy enrollment report by using the drop-down arrows. Once the desired criteria has been selected, click **Run Report**.

Location Location will be determined by security access.

Satellite Site Use the drop-down arrow to choose a satellite site, or leave blank to **Run Report** of all satellite sites entered under the location information screen. Satellite sites are optional.

Family Literacy Enrollment Report

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Family Literacy Enrollment For Fiscal Year 2009 7/23/2008

C9999 State Office Child Group

Testing Site: Test

Child Test 1 I

Total Family at this location: 1

Grand Family Total: 1

This report shows all students enrolled in family literacy and includes the child name(s).

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size

Use the drop-down arrow to choose the viewing size.

Staff Report Parameter Screen

The screenshot shows the 'Staff Report Parameter' screen. At the top, there is a navigation bar with links: [Main Menu](#), [Students](#), [Staff](#), [Attendance](#), [Reports](#), [Logout](#), and a help icon. Below the navigation bar is a blue header bar with the text 'Staff Report Parameter'. The main content area contains four fields: 'Location' with a dropdown menu showing 'C9999-State Office', 'Program Type' with a dropdown menu showing 'All', 'Fiscal Year' with a dropdown menu showing '2009', and 'Include Inactive Staff?' with an unchecked checkbox. Below these fields are two buttons: 'Run Report' and 'Clear'. At the bottom of the screen, there is a footer with the text 'Login User: test2 with Update right.' and three links: [Manage Your Account](#), [Manage Your Locations](#), and [Contact Us](#).

Click on **Reports** and then **Staff Reports** to access this screen.

Select any combination of fields to generate a staff report by using the drop-down arrows. Once the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Fiscal Year	Use the drop-down arrow to choose the fiscal year. The default is the current year. To print prior year staff, use the drop-down arrow to choose the appropriate fiscal year.
Include Inactive Staff	Check the box if you would like the staff report to include inactive staff.

Staff Report

Staff Report 7/23/2008

C9999 State Office
 Staff Name: test test












Program	Staff	Job	Primary Assignment	Education Level	PD Credits
01	A	Program Director	ABE/GED	Bachelor Degree	
13	A	Program Director	ABE/GED	Bachelor Degree	

Total Staff: 1

Overall Staff Count: 1

This report shows all staff entered in AERIN for a program.

Located at the top of the screen are the following radio buttons:

-  Use to search large reports.
-  Allows you to export reports into different file formats, - Word, Excel, etc.
-  Prints document.
-  Goes to first page of your report.
-  Goes to previous page.
-  Goes to next page.
-  Goes to last page.
-  Goes up a page.
-  Enter the page number, and then click **Go to** in order to find the specified page.
-  Enter the search criteria, and then click **Search**.
- View Size  Use the drop-down arrow to choose the viewing size.

Family Lit: Child Goals/Parenting Hours Report Parameter Screen

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Adult Education Reporting Information Network

[Main Menu](#) [Students](#) [Staff](#) [Attendance](#) [Reports](#) [Logout](#) [?](#)

Family Lit: Child Goals/Parenting Hours Report Parameters

Location * C9999-State Office ▼

Fiscal Year 2009 ▼

☐ Roster/Parenting Hours/Goals Met (Spreadsheet Only)

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Report is being designed and will be available at a later date.

Family Lit: Child Goals/Parenting Hours Report

Report is being designed and will be available at a later date.

Workplace Roster Report Parameter

The screenshot shows the 'Workplace Roster Report Parameter' screen. At the top, there is a navigation bar with links: Main Menu, Students, Staff, Attendance, Reports, and Logout. Below this is a header for 'Workplace Roster Report Parameter'. The main area contains several dropdown menus for selection: Location (C9999-State Office), Satellite Site (All), Program Type (All), Staff Member (All), and Fiscal Year (2009). To the right of these are four checkboxes: 'Include Hours', 'Include only those with 12 or more hours', 'Export to Spreadsheet', and 'Full Demographics (works with "Export to spreadsheet" only)'. At the bottom left are 'Run Report' and 'Clear' buttons. At the bottom right, there is a login status message and three links: 'Manage Your Account', 'Manage Your Locations', and 'Contact Us'.

Click on **Reports** and then **Workplace Report Companies** to access this screen.

NOTE: These reports will only be for Workforce Alliance for fiscal year 2009.

Select any combination of fields by using the drop-down arrows to run a workplace report. Once you the desired criteria have been selected, click **Run Report**.

Location	Location will be determined by security access.
Satellite Site	Use the drop-down arrow to choose a satellite site, or leave blank to Run Report of all satellite sites entered under the location information screen. Satellite sites are optional.
Program Type	Use the drop-down arrow to choose the program type or leave blank to Run Report by all program types.
Staff Member	Use the drop-down arrow to choose a staff member, or leave blank to Run Report of all staff.
Fiscal Year	Use the drop-down arrow to choose the fiscal year.
Include Hours	Check this box to include hours.
Include those with only 12 or more hours	Check this box to include students with 12 or more hours.
Export to Spreadsheet	Check this box to export the report to Excel.
Full Demographics	Check this box along with export to spreadsheet to get demographic information for students.

Workplace Roster Report

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Main Menu Students Staff Attendance Reports Logout ?

concurrent users = 0

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AErin Workplace Roster Report 7/23/2008 Page 1 of 1

C9999 State Office

Last Name	First Name	Sex	Race	Last Grade	Pgm	Staff Name	Company	Training Type
Test	General	M	3	10	18			

This report shows students enrolled in Workplace Education and Workforce Alliance.

Located at the top of the screen are the following radio buttons:



Use to search large reports.



Allows you to export reports into different file formats, - Word, Excel, etc.



Prints document.



Goes to first page of your report.



Goes to previous page.



Goes to next page.



Goes to last page.



Goes up a page.



Enter the page number, and then click **Go to** in order to find the specified page.



Enter the search criteria, and then click **Search**.

View Size Use the drop-down arrow to choose the viewing size.

APPENDIX

A – Core Services

B – Functional Levels (KYAE Policy and Procedure Manual)

C – Goals

KYAE core services are defined as adult literacy services, adult basic education, GED preparation/adult secondary education, English as a second language instruction, family literacy, corrections education and workplace education. For full details, please see the KYAE Policy and Procedure Manual.

Adult Literacy – A program of instruction designed for adults who have minimal or no skills in reading, writing, speaking, problem solving or computation.

Adult Basic Education – A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving or computation at a level necessary to function in society, in the workforce or in the family.

GED Preparation/Adult Secondary Education – A program of instruction designed for adults who have some literacy skills and can function in everyday life but who are not proficient in reading, writing, speaking, problem solving or computation or do not have a high school credential. Students with a high school credential may be served in core services if they score 11.9 or below on the TABE.

English as a Second Language – A program of instruction designed to help adults with limited English proficiency achieve competence in the English language.

Family Literacy – A program designed to break the intergenerational cycle of undereducation by providing opportunities for parents and their children to learn simultaneously in adult education, PACT, parenting and children's education. Family literacy programs must be based on a four-component model – adult education, PACT, parenting and children's education. Family literacy students are expected to participate an average of four PACT hours (two facilitated and two unfacilitated) and two parenting hours per month while enrolled in family literacy.

Corrections Education – A program of instruction in adult literacy, adult basic education, GED preparation/adult secondary education, and/or English as a second language for adult criminal offenders in correctional institutions.

Workplace Education – A program designed to improve the productivity of the workforce through improvement of literacy and workplace essential skills needed in the workplace. KYAE has developed three models for workplace education funded through the core services grant – Adult Education at the Workplace, Short-term Workplace Learning and Workplace Project Learning.

For Functional Levels and Assessment see [Kentucky Adult Education Policy and Procedure Manual](#).

Adult Education

- 01 Earn a GED
- 04 Enter Postsecondary Education/Training
- 05 Enter Military
- 06 Gain Employment
- 07 Enter Other Training Program (non post-secondary)
- 10 Obtain Silver Kentucky Employability Certificate
- 11 Obtain Gold Kentucky Employability Certificate
- 12 Pass Kentucky Paraeducator Assessment
- 13 Obtain KMSS Certificate
- 19 Register to Vote or Voted
- 24 Receive U.S. Citizenship
- 26 Be Removed from Public Assistance
- 27 Obtain Job Advancement
- 28 Retain Job
- 30 Complete Beginning ABE Literacy
- 31 Complete Beginning ABE
- 32 Complete Low Intermediate ABE
- 33 Complete High Intermediate ABE
- 34 Complete Low Adult Secondary Education
- 35 Complete High Adult Secondary Education
- 38 Master Workplace Essential Skills Instruction
- 40 Other
- 41 Complete Beginning Literacy ESL
- 42 Complete Low Beginning ESL
- 43 Complete High Beginning ESL
- 44 Complete Low Intermediate ESL
- 45 Complete High Intermediate ESL
- 46 Complete Advanced ESL Literacy
- 97 Access WIN Software through KYVAE
- 98 Access PLATO Software through KYVAE

Family Literacy

- 61 Parent Support of Child's Education
- 70 Parent Child Interactive Literacy Activities

Family Literacy Children

Infant Toddler 0-2 and Pre-School Early Childhood 3-4

C1 - Child demonstrates progress in language and literacy skills

C2 - Child demonstrates progress in developmental progress

Primary - K-3rd Grade and Secondary 4th – 12th grade

C3 - Child demonstrates progress in reading and reading readiness

C4 - Child demonstrates progress in writing

C5 - Child demonstrates progress in numeracy